

TOWN OF WESTPORT BUILDING PERMIT APPLICATION REQUIREMENTS

TO OBTAIN A BUILDING PERMIT THE FOLLOWING IS REQUIRED:

1. A Zoning Permit (when required.) 203-341-1030.
2. Schedule an appointment with the Building Department to set up a video conference plan review. Confirm your assigned plan reviewer and email your reviewer a video invitation. 203-341-5025.
3. Electronic version of completed drawings saved to a thumb drive (1/4" scale for residential plans) including:
 - 3.1. Floor Plans - include the location of generators and A/C compressor pads.
 - 3.2. Elevations, building sections, wall sections, details, etc.
 - 3.3. Concise plans for any proposed structural changes.
 - 3.4. A Professional Architect or Engineers' seal and signature is required when the construction drawings indicate the use of any engineered lumber (LVLs, paralams, gluelams, or trusses), steel I-beams, flitch plates or any unusual or unconventional framing techniques. For commercial projects, include Use & Occupancy Classification, Height and Area Limitations and Construction Classification information.
4. A Call Before You Dig case number in the event you are digging with heavy equipment. 800-922-4455.
5. Name of concrete supplier and installer for a residential construction project using ready-mix concrete.
6. REScheck or COMcheck Compliance Certificate - demonstrating compliance with the current International Energy Conservation Code. (<https://www.energycodes.gov>)
7. Home Improvement Contractor Registration or a New Home Construction Contractor Registration (for new single family dwellings only) issued through the Department of Consumer Protection (<https://portal.ct.gov/dcp>) or call 860-713-6000 – these registrations are required for residential work only.
8. Proof of Worker's Compensation Coverage (certificate) or notarized affidavit requiring you to check for proof of worker's compensation insurance from every contractor, sub-contractor or other worker before he or she does work on the site.
9. Current Tax Clearance form. 203-341-106

Please note that appointments are needed for all department meetings.

Tip: Call the Building Department immediately after setting up an appointment with the Zoning Department so there is no time lapse in getting your permits.